

## Guide for Romanian and Bulgarian Students working in the UK - January 2012

*All students must first obtain a registration certificate confirming that you are exercising a Treaty right as a student.*

### The registration certificate

The registration certificate you need is called a BR1

The certificate is also known as a yellow registration certificate. You may obtain it here: <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/bulgariaromania/formbr1.pdf>

**Details:** If you wish to work, as a Romanian or Bulgarian student in the UK, you **must** first obtain a registration certificate confirming that you are exercising a Treaty right as a student. This will provide authority for you to work up to 20 hours per week (or full time during vacation periods from your course of study). You may engage in employment for up to 20 hours a week during term time and full time work during vacation periods from your course.

### Guidance when applying for the BR1

There is no charge to apply for a BR1

A guidance document from the UK Border Agency (UKBA) is available here: <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/bulgariaromania/guidanceforbulgariaromania0408>

From 20 June 2011, it is now mandatory for those applying as a student to provide evidence of Comprehensive Sickness Insurance as specified by the Immigration (European Economic Area) Regulations 2006.

**Details:** To qualify for a registration certificate as a student you will be required to demonstrate that you are enrolled at a genuine educational institution. To do this you must provide a letter from the educational institution to confirm the name of the course and the start and end date (obtainable from the registry office). You will also need to provide 2 passport photos and your passport. You must prove that you have sufficient resources available (belonging to yourself or a sponsor) not to become a burden on the UK's social assistance system during your time as a student by providing evidence including:

Recent bank statements. These can be originals or, if online statements must either be stamped and signed by the bank or accompanied by a letter from the bank confirming the account details and that the information is correct.

Evidence of sponsorship or funding, e.g. a letter from a parent, relative or friend, if they are supporting or sponsoring you, along with their recent bank statements; or a letter confirming a maintenance grant

A declaration, witnessed by a Commissioner for Oaths, to state that the applicant will not become a burden on the state

## The Application process

There are two methods: by post or by arranging a same day appointment in Croydon.

We recommend the postal service.

## Details

The Postal service can take 6 months. Current waiting times are estimated at 3 months (waiting times taken on 30/01/2012 - <http://www.ukba.homeoffice.gov.uk/eucitizens/bulgaria-romania/work-permits/waitingtimes/>). Once you have completed your documents. You must submit your completed application by post to: BULGARIA AND ROMANIA CASEWORKING, UK BORDER AGENCY, PO BOX 4160, SHEFFIELD, S1 9DZ.

Posting your application to any other UKBA address will delay it. To help record the receipt of your application they recommend the use of Recorded or Special Delivery and that you keep the RD or SD number. They will return all documents by Recorded Delivery to a UK address only.

(Please note that Recorded Delivery does not insure you to the full value of your package should it become lost. If you want your passport and other documents returned by Special Delivery which does insure the full value, you will need to provide a suitably sized Special Delivery envelope with the correct pre-paid postage).

A same-day service is available in Croydon. This will take 6 weeks. To arrange an appointment call 0870 606 7766. There is a [Map to Croydon public enquiry office](#) and further details on how to get there, here:

<http://www.ukba.homeoffice.gov.uk/aboutus/contact/applyinginperson/peos/>

(Please note: We have found that the office have a 6 week waiting list that is fully booked so to make an appointment you have to phone first thing when the office opens for an appointment 6 weeks in advance. We have found that even when this happens at 8am the day is fully booked. We have heard it is possible from students using the website to book a slot when the day roll over occurs after midnight. But have no other proof that this is the case. If you have experienced any issues using this service, or have any feedback on it, please contact us on [casual@ex.ac.uk](mailto:casual@ex.ac.uk)).

## Further help and contact numbers

You can come to the Career Zone in the Forum for further advice, check on MyCareerZone, <https://mycareerzone.exeter.ac.uk/> 'View All Appointments' for drop in or bookable sessions available.

You can find more information about these things on the UK Border Agency website: <http://www.ukba.homeoffice.gov.uk/eucitizens/bulgaria-romania/> or you can phone the Immigration Enquiry Bureau on 0870 606 7766.

You can email [casual@ex.ac.uk](mailto:casual@ex.ac.uk) with any feedback on using the services for applying for BR1s and with any other questions you have.